

**Customer Service Associate
(Parks & Recreation)
(Part-Time, Seasonal Position)**

OPENING DATE: 12/19/05

CLOSING DATE: Subject to closing when the needs of the City are met. First review of applications will be ~~1/17/06~~—position may close at that time.

HOURLY STARTING SALARY

\$8.00

This position is a temporary, part-time position, averaging 15-19 hours per week year-round.

MINIMUM QUALIFICATIONS

This is an entry-level position. Experience in customer service, cash handling, Point of Sale, filing, using a multi line phone system, and receiving and distributing incoming and outgoing correspondence is desirable. Availability to work a flexible rotating schedule, mornings, evenings and weekends. Regular and consistent attendance and punctuality are essential to this position. A minimum of a high school diploma or GED is required.

ADDITIONAL REQUIREMENTS

This position requires possession of, or the ability to obtain an appropriate Arizona driver's license. Should possess current First Aid/CPR skills and card. Successful completion of probationary period is contingent upon passing a FBI background investigation.

REPRESENTATIVE ESSENTIAL FUNCTIONS

- [Provide customer service to the general public in person and over the telephone.
- [Operate a variety of office equipment including computers, adding machine, copy and fax machine.
- [Perform routine clerical duties.
- [Operate a Point of Sale system/cash register and perform simple mathematical calculations.

SELECTION CRITERIA

Applicants will be reviewed and only the most qualified applicants will be interviewed. Criteria will be based on knowledge, skills, abilities, availability, and experience of successful candidate. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

For applications and contact information: **Kiwanis Recreation Center
Attn: Christina Blackwell
6111 S. All America Way
Tempe, AZ 85283
(480) 350-5752**